



*State
of Arizona*

*Janice Brewer
Governor*

Instructions for Reporting State Agency

Five-Year Strategic Plans

June 2012

Governor's Office of Strategic Planning and Budgeting

Janice K. Brewer
Governor



GOVERNOR'S OFFICE OF
STRATEGIC PLANNING AND BUDGETING
1700 West Washington, Suite 600, Phoenix, Arizona 85007
(602) 542-5381 • FAX: (602) 542-0868

July 2, 2012

Laws 2012, Chapter 296 (the State Budget Procedures Budget Reconciliation Bill) now requires all state agencies to develop, submit, and post a five-year strategic plan. Budget and strategic planning for fiscal year 2014 will now consist of four major submittals:

- Budget Request (BUDDIES)
- Federal Grants (CLIFF)
- Agency-level Five-Year Strategic Plan (AZIPS)
- Program and Subprogram *Master List* Information (AZIPS)

Because many of the required strategic-planning data elements have been previously contained in both the *Master List* submission and the *Five-Year Plan*, OSPB is streamlining them into one document entitled the *Five-Year Strategic Plan*. This plan will be published in the *Master List of State Agencies* and the agency-level elements of the plan will be posted as the agency Five-Year Plan.

The new plan will combine and expand the agency-level strategic issues section of the former *Master List* submission into an agency-level five year plan. The program and subprogram submissions will not change. At OSPB, the agency submittals will be summarized and incorporated into a State-level five-year plan.

Due to the change in requirements for this year's AZIPS submission, all agencies are being granted a deadline extension for AZIPS until October 1, 2012.

Continuing the work you have done in recent years to increase government's efficiency will require continued careful planning and the opportunity to thoroughly consider decisions prior to implementation. The Five-year plan will provide that opportunity at the State, agency, program, and sub-program levels. I encourage you to make full use of this important tool and process.

If you have any questions about the strategic planning process please visit the [strategic planning section on our website](#), or contact your [OSP analyst](#).

Sincerely,

A blue ink signature of John Arnold, written in a cursive style.

John Arnold, Director

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Overview – What’s New, Consolidating the Five-Year Plans and the Master List Submissions

Laws 2012, Chapter 296, the State Budget Procedures Budget Reconciliation Bill (Budget Procedures BRB), requires that all budget units, excluding the House of Representatives, the Senate, and those that report to the legislative or judicial branches, submit a five-year strategic plan. Previously, A.R.S. §35-122 required only annual budget units to submit a five-year strategic plan. The Budget Procedures BRB requires the Director of the Governor’s Office of Strategic Planning and Budgeting to determine the contents of the five-year strategic plan.

With the consolidation of the [Master List of State Agency Programs](#) and the [Five-Year Strategic Plan](#) into a single document that retains the name *Five-Year Strategic Plan*, agencies are encouraged to consider how their program-level goals and performance measures can be used as a benchmark for a strategy in addressing agency-level strategic issues.

While the *Five-Year Strategic Plan* is becoming an all-inclusive document, it can be thought of as being composed of two parts as it is being compiled: the agency-level plan and the planning details of each of the programs and subprograms. The agency-level plan can be produced in almost any software (though MSWord would be best) and inserted into AZIPS.

To insert the Five-year Plan file in AZIPS, select the Five-year Plan button on the main menu, then insert the file into the large box in the center of the screen. The agency program and subprogram information is entered into AZIPS in the same manner as in previous years. Office 2007 users may encounter an error message, “word cannot start the converter mswrd632.wpc”. This is due to Office 2007 word documents being incompatible with the system. Before insertion, save 5 year plans in Word 97-2003 (.doc) format.

Agency-level Strategic Plan - Required Elements

Agency-level plans must include the following agency-level items:

- Mission Statement
- Agency Description
- Strategic Issues
- Strategies
- Resource Assumptions

Mission Statement and Agency Description

A mission statement summarizes an agency's reason for being and should be central to everything an agency does. An effective mission statement should usually be just one phrase that is easy to remember—a statement of purpose that all agency staff are familiar with. Agency descriptions provide a brief explanation of what the agency does, whom it serves, why it is needed, and how it works. Agency descriptions should avoid the use of technical terminology, abbreviations, and acronyms that would be unfamiliar to the lay reader.

This mission statement and agency description have been and continue to be a part of AZIPS for the agency. They should also be a part of the agency-level, five-year plan.

Strategic Issues

Strategic issues should focus on the key challenges and opportunities facing the agency. For each issue, outline the situation, explain why it is an issue, and how the agency plans to address it. Strategic issues often develop in response to resource limitations, new alliances, customer concerns, audits, needed competencies, and other external forces.

Strategies

A strategy is a specific course or method of action that will be undertaken to address a specific strategic issue. To be viable, a strategy must reflect available resources such as funding and employee capacity.

Resource Assumptions

A.R.S. § 35-122 requires “Resource assumptions shall include the number of full-time equivalent positions and budgetary data, including all funding sources categorized by General Fund, other appropriated funds, non-appropriated funds and federal funds that are required to support the strategic plan.” Budget units must provide aggregate agency level FTE and funding information for each fund type. For FY 2013, include appropriated amounts and estimated non-appropriated and federal funds expenditures. Also include budget request figures for FY 2014 for each of the fund types and estimates moving forward through FY 2018, as shown in the sample chart below. Be sure to add a brief explanation of any assumptions used to determine changes in future financial resource needs.

Resource Assumptions (agency level)						
	FY 2013 Appropriation	FY 2014 Budget Request	FY 2015 Budget Request or Estimate	FY 2016 Estimate	FY 2017 Estimate	FY 2018 Estimate
Full-time-equivalent (FTE) Positions						
General Fund						
Other Appropriated Funds						
Non-Appropriated Funds						
Federal Funds						
Total Agency Funds						

Posting the Five-year Plan to the Web

As in previous years, the Five-year Plan showing the agency-level information is to be posted to the agency's website by January 1st.

In addition, OSPB will include the agency-wide information with the program and subprogram information on OSPB's website.

Overview – Training

OSPB offers classes for state agencies to better understand:

- ✓ Five-year Plans
- ✓ Requirements of the *Master List of State Government Programs* publication
- ✓ Planning terms, due dates and common practices
- ✓ What information to enter, what reports to run and what to submit
- ✓ How planning relates to individual agencies and other specific questions

Registration: Email or call Pam Ray at OSPB at pray@az.gov or 602 542-5381

<i>Class dates:</i>	Tuesday	July 10, 2012	1:00 – 3:00
	Tuesday	July 12, 2012	1:00 – 3:00
	Tuesday	July 17, 2012	1:00 – 3:00

All classes will be held at OSPB, 1700 West Washington, Phoenix. OSPB is in the Executive Office Tower and **has recently moved from the fifth floor to the sixth floor.**

OSPB will also be compiling a list of agency personnel outside the Phoenix area that express an interest in an online version of the class. Interested parties should contact Pam Ray at pray@az.gov or 602 542-5381.

Prerequisite: This training class is not intended for the instruction of basic information about the Arizona State Strategic Planning Process Model. It is recommended that new state planners with no prior planning experience reference the [*Managing for Results—Strategic Planning and Performance Measurement Handbook*](#) on the OSPB website.

Overview – Planning Calendar

July 10, 2012 1:00 – 3:00	Training	Strategic Planning submissions for Five-year Plans and the Master List of State Government Programs, including the Arizona Integrated Planning System (AZIPS)
July 12, 2012 1:00 – 3:00	Training	Strategic Planning submissions for Five-year Plans and the Master List of State Government Programs, including the Arizona Integrated Planning System (AZIPS)
July 17, 2012 1:00 – 3:00	Training	Strategic Planning submissions for Five-year Plans and the Master List of State Government Programs, including the Arizona Integrated Planning System (AZIPS)
Sep. 4, 2012	Statutory Deadline	Agency's <i>Master List of State Government Programs</i> submittal due to OSPB
Oct. 1, 2012	One-time, Extended Deadline	OSPB Director has approved a one-month extension for all agencies. This extension is only for this year. Also, no extensions will be granted beyond October 1.
Oct. 31, 2012	Deadline for Changes	Last day for any agency-originated revisions; any revisions after this day must be requested by the OSPB Director
Jan. 1, 2013	Posting	Agencies are required to post the Five-Year Plan on their website.

Overview – System Installation

There are some important considerations for the installation of the AZIPS system. The actual installation doesn't require technical assistance, but some thought is needed. **Install AZIPS right away so it's ready when you are.**

AZIPS is designed for specific fiscal years so it needs to be installed each year.

The installation process creates a desktop shortcut that **must** be used to open the system. This shortcut checks for system updates and will automatically upgrade AZIPS.

The system is composed of two Microsoft Access files. One file contains the data and the other contains the program. If there's more than one user or computer, the data **must** be located on a network and copies of the program **must** be placed on the local drive of each computer. This configuration is **strongly** recommended for **all** installations so your data can be backed up by your IT staff. The installation process guides you through these steps.

IT Configuration Considerations:

- Each user must have read/write/execute access to the folder where the data file is stored on the network.
- Each user must have a copy of the application on their local drive with read/write/execute access.
- If the network location is changed in any way, each user will have to have their installation reworked to ensure continued access/connection to the data file. Call OSPB's System Support at 542-6573 or 542-5381 if this is your situation.

User Considerations:

- Additional users will need to be added to the system so that they will have a properly configured connection to the data file. Do **NOT** re-install the system. The install will tell you how to properly add additional users.
- Users changing computers will likely need to be added as a new user to AZIPS. Call OSPB's System Support at 542-6573 or 542-5381 for help.
- All users have full access to the data. The system doesn't provide different roles/responsibilities for individuals.
- AZIPS lets you share your reports with those who don't have the system installed.

OSPB has prepared an [installation document](#) which provides step-by-step instructions for users without prior experience. Copies are also available at all training sessions or by requesting it from ospbadmin@az.gov.

Overview – Publishing Requirements

Financials: Virtually all agencies have budget (BUDDIES) and planning (AZIPS) structures that are aligned and don't submit financial information in AZIPS. AZIPS knows which agencies require the input of financial information or not. Only AHCCCS, the Board of Regents, Community Colleges, Judiciary and the Senate are unaligned and need to reconcile their financials in AZIPS and BUDDIES.

Budget Measures: The *Executive Budget* publication includes selected performance measures to be highlighted in the budget. Ideally, these measures would be items that are most reflective of an agency's mission critical operations and associated performance.

In order to provide continuity from year to year OSPB "locked" certain measures within AZIPS to ensure the measures will be reported on each year. Users can't delete these "locked" measures. Agencies will only have the capability to update these measures. Any changes to the wording of the measure (clarification or change of methodology for data collection), or the addition or deletion of measures will follow a formal process, described below, that will require OSPB approval and action. The measures that have been "locked" are a combination of measures selected by the agency in prior AZIPS submissions and ones clarified, chosen, or created by OSPB analysts to most accurately reflect agency performance.

Agencies should use AZIPS to request additions, changes, or deletions from OSPB for budget related performance measures. This can be done by including the new description on the performance measure form. In the request, be specific about how the new/revised measure should read. If a measure should be deleted, have the changed wording say "This measure should be deleted." In all cases, provide strong, specific arguments about why the change is necessary. OSPB will review the request and inform the agency of approved changes and make the necessary changes before publication.

Submittals: Besides five hardcopies, agencies are asked to **eFile** their AZIPS data to OSPB. OSPB will e-mail you when we've successfully loaded your agency's data into our centralized database for review. Revisions also require the same number of hardcopies as well as an updated **eFile** of the data. For agencies that reconcile their financials in AZIPS and BUDDIES, a revision from BUDDIES may require a corresponding update and revision from AZIPS. Submittal instructions are included on page 42.

Overview – Planning Terms

AZIPS uses the following terms in **agency-level** planning:

Mission Statement — a *brief* statement of purpose and reason or the public benefit for the existence of the agency
When writing a mission statement, consideration should be given to these questions:

(1) Who are we? (2) What do we do? (3) For whom do we do it? (4) Why do we do it? Agency mission statements should be based upon the public policy or statutory authority for the existence of the agency.

Description — a summary of the agency's major duties, responsibilities, and customers served. Also, be sure to note whether other agencies are involved in jointly administering or coordinating cross-cutting governmental activities and who the agency works with to accomplish those programs.

Strategic Issues — Strategic issues should focus on the key challenges and opportunities facing the agency. For each issue, outline the situation, explain why it is an issue, and how the agency plans to address it. Strategic issues often develop in response to resource limitations, new alliances, customer concerns, audits, needed competencies, and other external forces.

Resource Assumptions — Agencies will need to project resource needs through FY 2018.

Important Note: Agencies are required to ensure that total agency appropriated, non-appropriated, and federal funds match or align with what is reported in BUDDIES and CLIFF. If the financial information does not tie, the submittal will be sent back to the agency for correction.

Overview – Planning Terms (continued)

AZIPS uses the following terms in **program and subprogram level** planning:

Mission Statement — a *brief* statement of purpose and the reason for the existence of the program, or subprogram. When writing a mission statement, consideration should be given to these questions:

(1) Who are we? (2) What do we do? (3) For whom do we do it? (4) Why do we do it? Program mission statements should be based upon the public policy or statutory authority for the existence of the program or subprogram.

Description — a summary of the program's major duties or subprogram's major duties, responsibilities, and customers served. Also, be sure to note whether other agencies are involved in jointly administering or coordinating a particular program or subprogram.

Goals — the desired end results, generally after three or more years. The program and subprogram operational plans should include goals that reflect strategic directions, any internal plans to increase efficiency or effectiveness, and primary activities.

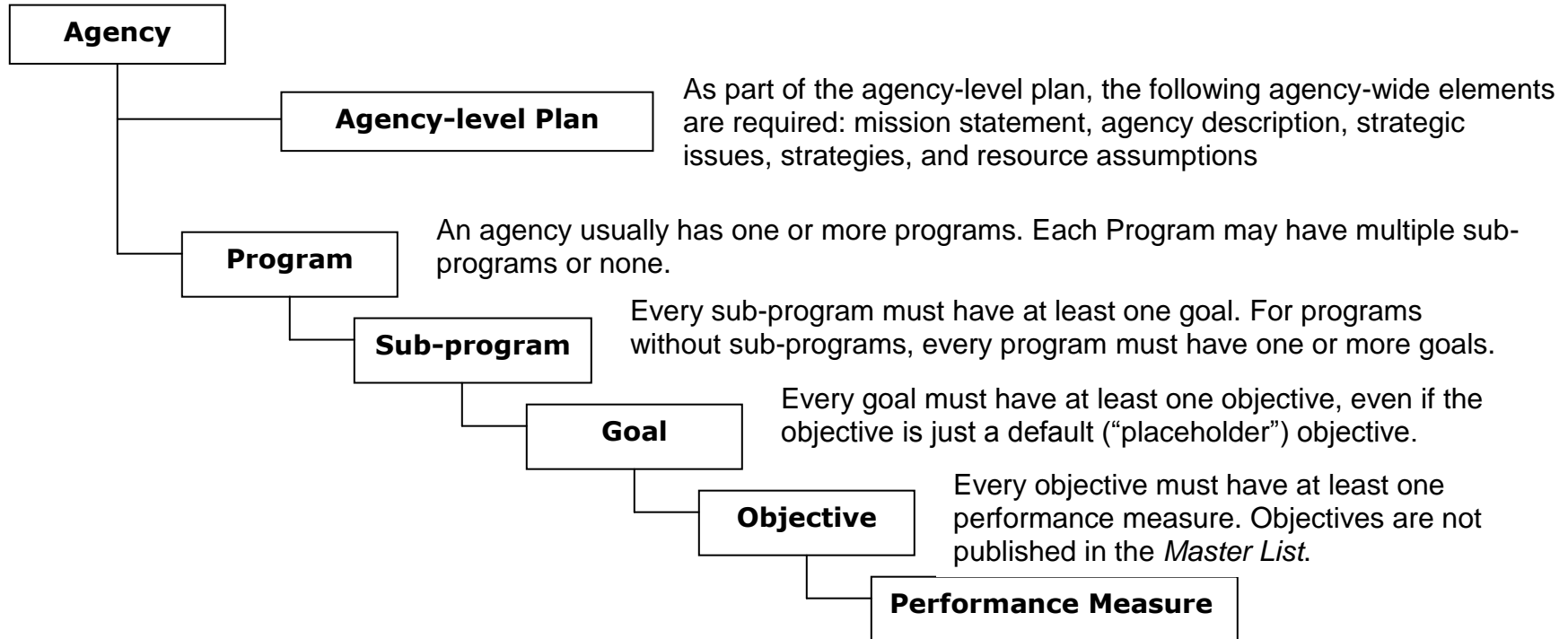
Performance Measures — used to measure results and ensure accountability. Performance measures provide a basis for assessing the successful achievement of the program and subprogram goals. For internal purposes, agencies will need to ensure that an adequate, but manageable, number of performance measures are collected. However, agencies should use the flexibility of the planning system to choose key outcome-oriented measures for inclusion in the *Master List*.

Funding Information — For unaligned agencies, a summary of total program and subprogram FY 2012 actual expenditures—through the 13th month, FY 2013 appropriation and FY 2014 budget request for all fund sources. Aligned agencies will not need to enter this information into AZIPS.

FTE Position Information — For unaligned agencies, a summary of the estimated total fund (appropriated and non-appropriated) FTE positions for the agency, and each program and subprogram for FY 2012 through FY 2014.

Overview – Planning Hierarchy

AZIPS has been organized in a hierarchical planning structure. The Update forms are designed so that at any level you can select a planning element at a lower level or return to the parent level. Some levels of the planning structure aren't needed by certain agencies, depending on the complexity of the organization. The diagram below outlines the planning levels. Plan information is entered at each of the agency's appropriate levels.



Every agency must have at least one goal, objective, and performance measure. AZIPS is configured for each agency's programs and sub-programs during installation.

The planning level '*Objective*' is an optional level for all agencies. Although it is optional, a "default" objective is needed to link Performance Measures to Goals. Many agencies find it helpful to write objectives and have these available for internal (agency) use.

Overview – Requesting Changes to Budget and Planning Structures

As part of the Program Budgeting mandates, virtually all agencies have identical budgeting and planning structures such that programs and subprograms are based on the mandated functions of each agency.

In recent years, the mandates of several agencies have changed enough that the budgeting and planning structures may need changing.

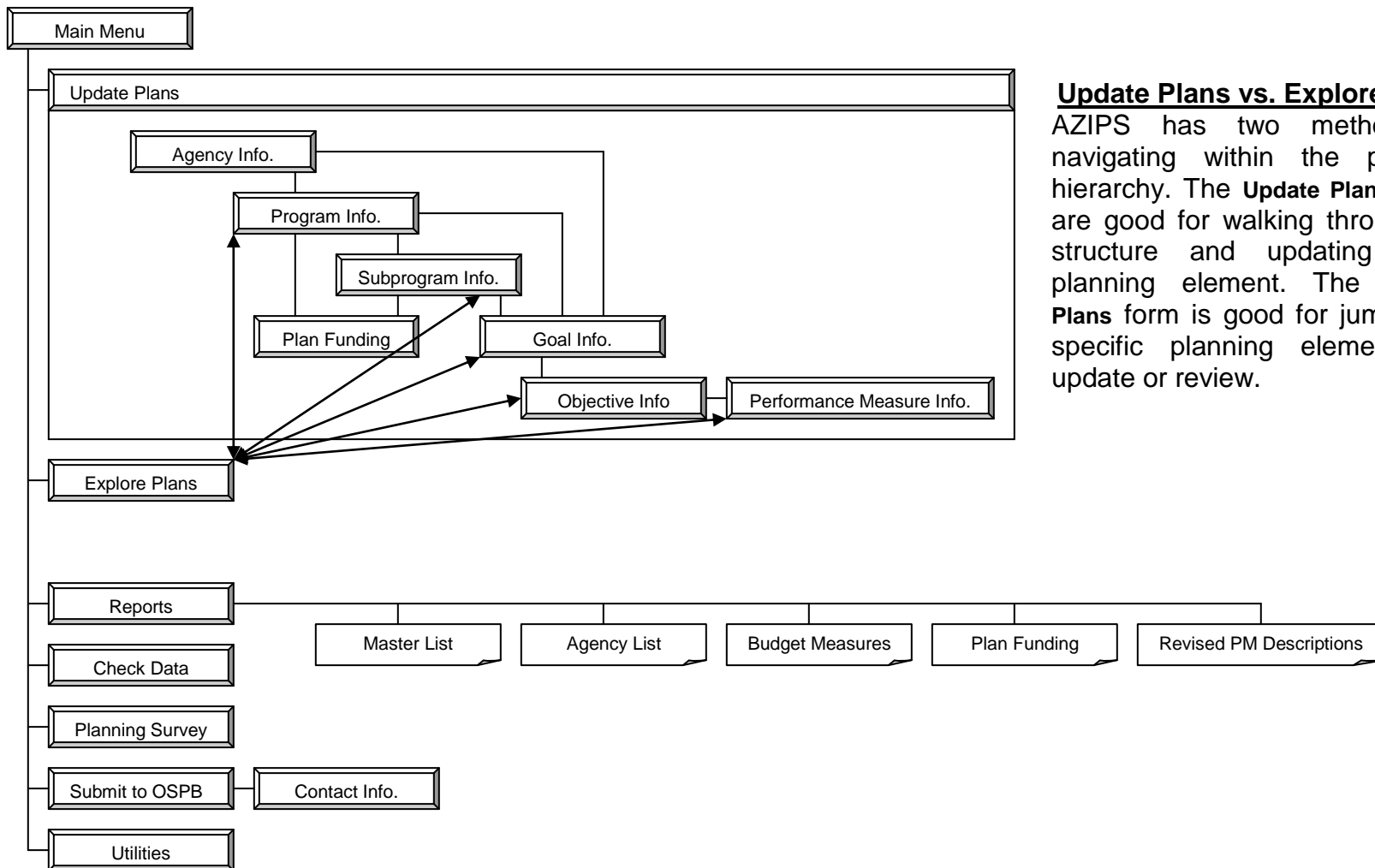
If an agency believes structure changes are required, requests should be made to OSPB by November 1 for evaluation, for the following year's budget and planning submissions.

OSPB does not undertake structure changes lightly. Structure changes are intended to provide a long-term foundation for goals, performance measures and budgets over time and should withstand changes in agency management. However, structures should be updated as State, judicial, or federal mandates change.

The first step in pursuing structure changes is to contact your [OSPB analyst](#).

AZIPS – Major Forms and Reports

The following is a pictorial representation of the Arizona Integrated Planning System (AZIPS). All of the forms and reports will be discussed in the instructions that follow.



Update Plans vs. Explore Plans

AZIPS has two methods of navigating within the planning hierarchy. The **Update Plans** forms are good for walking through the structure and updating every planning element. The **Explore Plans** form is good for jumping to specific planning elements for update or review.

AZIPS – Main Menu

The screenshot shows the AZIPS Main Menu interface. At the top, a title bar reads "Main Menu - Azips14 Ver. 1.11". Below this is a menu bar with "Home", "Create", "External Data", and "Database Tools". A toolbar contains icons for View, Paste, Copy, Format Painter, Font (B, I, U, A), Rich Text, Refresh All, Save, Delete, and More. The main content area is titled "Arizona's Integrated Planning System (AZIPS) Main Menu" and "HSA - Department of Health Services". On the left, a vertical pane shows "Governor's Office of Strategic Planning and Budgeting". A central column of buttons includes "Update Plans", "Explore Plans", "5 Year Strategic Plan", "Reports", "Check Data", "Planning Survey", "Submit to OSPB", and "Utilities". A yellow box in the center contains a message about the statutory due date and extension. At the bottom, there is a "Need help?" section with a link to "contact your Analyst" and a phone number. An "EXIT" button is in the top right corner.

Top Line: Main Menu - Azips14 Ver. 1.11

Left Pane: Governor's Office of Strategic Planning and Budgeting

Central Column: Update Plans, Explore Plans, 5 Year Strategic Plan, Reports, Check Data, Planning Survey, Submit to OSPB, Utilities

Yellow Box: This system includes data for fiscal years 2012 through 2014. The statutory due date is 9/1/2012. However, all agencies have been granted an extension to 10/1/12. You have 91 days remaining.

Bottom Section: Need help? Click on the link: [contact your Analyst](#) Or, call the OSPB office at (602) 542-5381

EXIT Button: EXIT

Callouts:

- The top line indicates what version of AZIPS is currently running.
- Sometimes when you open AZIPS, the system may need a few minutes while it automatically updates to a new version.
- The name of your agency will appear here.
- Make sure you've opened the right AZIPS for this year. Agencies will see a three year range except for those appropriated a biennial budget on even numbered calendar years, when a four year range is appropriate. AZIPS will display the correct years for your agency.
- EXIT will close the system. All your work is automatically saved.
- The number of days to submit by will count down as a reminder.
- Your OSPB assigned analyst is available to help if you have questions on how to use AZIPS.

AZIPS – Main Menu (continued)

Update Plans	Edit planning hierarchy elements; information such as contact information, mission statements, descriptions, goals, objectives, performance measures, and funding (for unaligned agencies only) need to be reviewed and revised as necessary; this is where <u>new</u> planning elements can be added.
Explore Plans	<p>Provides an outline of your planning elements in a hierarchy; hierarchical levels can be visible or hidden; you can quickly navigate through your plan without drilling through hierarchy levels, one level at a time, as you do when using the Update Plans forms; this lets you “jump” to any part of your plan making it easy to update and review information.</p> <p>Explore Plans also allows the rapid reorganization of goals, objectives, and measures within the hierarchy. Within Explore Plans, the Move Mode allows for reorganization of specific planning elements using a step-by-step approach. The hierarchy levels are additive in nature (relational) building from programs at the highest level to performance measures at the lowest level of the hierarchy; therefore, movement is restricted by the relationship of the items in the hierarchy.</p> <p>A Delete Mode is also available.</p>
5 Year Strategic Plan	Attach an agency 5 year plan as a word document.
Reports	<ul style="list-style-type: none"> ✓ Master List ✓ Agency List ✓ Budget Measures ✓ Plan Funding* ✓ Revised PM Descriptions <p>*The Plan Funding report is only available to the few unaligned agencies.</p>

AZIPS – Main Menu (continued)

Check Data	Provides a preliminary check of the AZIPS data prior to submitting to OSPB; you should still review your reports to be sure everything looks complete
Planning Survey	The OSPB survey gets your feedback on all aspects of planning from training to support and ease of using the system to complete your plan information.
Submit to OSPB	Provides different methods to submit your data to OSPB; data file submittals are required with every hardcopy submittal, including all revisions; the primary submission method is eFile .
Utilities	Find where the system data and your copy of the program files are located. Make copies of your data file as a backup. Get instruction on how to add additional users to your system. You may be instructed to open the administrative features during a call from OSPB System Support.
Exit	This will automatically save all your work to the database and close the AZIPS system properly.

AZIPS – Update Plans, Agency Information

Update Plans forms have a top and bottom half. The top half of the form shows the information about the currently selected planning element. The bottom half of the form shows the planning element(s) in the next level of the hierarchy.

Review the completed fields and update as necessary to ensure the information is current. **Update for clarity and conciseness as these fields are published in both the *Master List* and the *Executive Budget Recommendation*.** These descriptions should be identical to the agency-wide mission and description.

Agency Information

Agency: ABA Board of Accountancy Statute: A.R.S. §§ 32-701

Director: Monica L. Petersen Title: Executive Director Office: Board of Accountancy Phone: (602) 364-0804

Plan Contact: Monica L. Petersen Title: Executive Director Office: Phone: (602) 364-0804

Mission: To protect the public from unlawful, incompetent, unqualified, or unprofessional certified public accountants through certification, regulation, and rehabilitation.

Description: The Arizona State Board of Accountancy consists of five Certified Public Accountants (CPAs) and two public members, all of whom are residents of the state and are appointed by the Governor. The Board qualifies candidates for the Uniform CPA Examination, certifies individuals to practice as CPAs, registers accounting firms owned by CPAs, and biennially renews certificates for CPAs and registered accounting firms. The Board also receives and investigates complaints, takes enforcement action against licensees for violation of statutes and regulations, monitors compliance with continuing education requirements, and reviews the work products of CPAs to ensure adherence to professional standards through the Board's peer review program.

Goals *

- 1 To assist candidates in applying for the Uniform CPA examination so that the candidate can successfully complete the exam.
- 2 To certify and register persons who meet the statutory requirements as certified public accountants and to register firms that meet the :
- 3 To process complaints and provide enforcement of statutes and rules to protect the public from incompetent, unethical and/or unprofess

Use the following editing conventions to ensure conformity across all agency submittals—A.R.S., Ch., Art., Title xx, A.R.S. § xx-xxx (no space between the title and section of law).

The **Agency Information** form may shows **Programs** down below if the agency has multiple programs or it will simply skip to listing **Goals** if the agency only has a single program (as shown here).

Click a **button** to select a planning element in the lower level of the hierarchy.

AZIPS – Update Plans, Agency Information (continued)

The **Funding** button is:

Disabled on all forms when your BUDDIES and AZIPS structures are aligned
Enabled for unaligned agencies, it displays red until all program or subprogram funding is completely entered, at which time it turns green.

Main Menu returns to that form.

Master List Report will produce a printout in the format published in the *Master List of State Government Programs*, which is typically a subset of the information input by the agency (excludes objectives and only prints measures selected to be published).

Agency Report will produce a printout of all planning elements in AZIPS.

Funding (only for unaligned agencies) leads to the form for entering funding data at either the program or subprogram level.

Close returns to the planning element in the higher level of the hierarchy.

This agency is typical of larger agencies. The next level in the hierarchy, after agency level, is the program level instead of goals.

AZIPS – Update Plans, Agency Information (continued)

Agency Information

Agency: CBA Board of Cosmetology Statute: A.R.S. § 32-501 et seq.

Director: Donna Aune Title: Executive Director Office: Board of Cosmetology Phone: (480) 784-4539 Ext: 231

Plan Contact: B. Gloria Ramirez Title: Admin Accountant Office: Phone: (480) 784-4539 Ext: 242

Mission: To ensure the public health, welfare, and safety through education and enforcement of the cosmetology laws and rules by the efficient regulation of salons, schools, and individuals who practice cosmetology.

Description: In order to achieve its mandate of protecting the public in Arizona, the Board of Cosmetology issues 12 categories of licenses to salons, schools and individuals who qualify by reciprocity or through the administration of a written and practical examination. The Board enforces regulation by routine health and safety inspections of salons and schools, investigates consumer complaints, conducts hearing and imposes enforcement action when appropriate. The Board also establishes health and safety standards, educational and curriculum standards and oversight, and provides monthly classes on infection control and law and regulation practices for the general licensing population by registration. The Board also uses the educational classes for remediation and regulatory rehabilitation of violators by Board Order as terms of probation. Furthermore, The Board offers electronic services to customers to increase efficiency and reduce the demands on full-time staff. The board is recognized by national industry entities

Goals *

- 1 To establish standards for the professional practice of cosmetology.
- 2 To ensure swift, fair, and effective enforcement of statutes and rules governing the profession.
- 3 To educate the consumers and cosmetology professionals about their rights, resolutions, and responsibilities among the cosmetology cor
- 4 To provide services through efficient government.

Click to create a new goal. Goals can only be deleted from the Goal Information form.

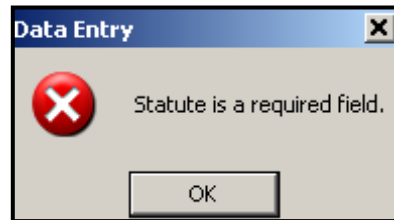
Single program agencies will see the next planning level, at the bottom half of the form (**Goals** as seen here).

Multiple program agencies will see the next planning level, **Programs**, in the bottom half of the form (as shown on the previous page).

The system requires that goal statements start with the word "To". A reminder will appear if you try to begin a goal statement with any other word.

Click a **gray button** to select a specific goal to review/update.

AZIPS – Update Plans, Program/Subprogram Information



Full Screen allows the user to see an expanded view for updating all the program elements (see the next page).

Move among the agency's programs.

The button reminds you to spell check:

"To spell check your text, press the F7 key while the cursor is in a text box. You can only check the contents of one text box at a time (not the whole form at once).

If you highlight a word or a phrase and press F7, the spell check is done on just the text that is highlighted.

Microsoft Access, like other Microsoft products, has an auto-correct feature, which will automatically correct any misspellings as you type. Realize that it likely won't include your personal dictionary of words from MS Word."

The screenshot shows the 'Update Plans' form in Microsoft Access. The form has a ribbon at the top with tabs: Home, Create, External Data, and Database Tools. Below the ribbon is a toolbar with various icons. The main form area is titled 'Program Information' and contains several fields: Agency (Department of Administration), Program (1 Administration), Contact (David Raber), Title (Interim Director), Office (Director's Office), Phone ((602) 542-1500), and Ext. There is also a 'Statute' field with the value 'A.R.S. §§ 41-701, 41-1051, 41-2501'. A 'Full Screen' button is located near the top right of the form. Below the 'Program Information' section is a 'Subprograms' section with a list of subprograms: 1 Administration and 2 Governor's Regulatory Review Council (GRRC). A 'Main Menu' button is located at the top left of the form.

Click to select a subprogram.

AZIPS – Update Plans, Program/Subprogram Information (continued)



Please use spell check on each text field to ensure accuracy. From the menu, click **Tools, Spelling**.

Spelling can be checked on every form, not just on **Full Screen**.

Full Screen mode expands the size of the text boxes for data entry (top half of form). This makes it easier to see what you have written.

You can also work in Microsoft Word and copy/paste your text into AZIPS.

Please do not include hardcopy attachments to your AZIPS Reports.

The screenshot shows the 'Update Plans' application window. The top ribbon includes 'Home', 'Create', 'External Data', and 'Database Tools'. The 'Database Tools' ribbon has a 'Full Screen' button. The form area is titled 'Program Information' and contains the following fields:

- Agency: AHCCCS
- Program: 1 Administration
- Contact: Thomas J. Betlach
- Title: Director
- Office: Office of the Director
- Phone: (602) 417-4711
- Ext: 7471
- Mission: To provide comprehensive, quality health care for those in need.

A 'Click to turn off Full Screen' button is located in the top right corner of the form area. The background is green, indicating Full Screen mode is active. A navigation pane is visible on the left side of the form.

The **Full Screen** button is a toggle button that turns full screen mode on and off.

When **Full Screen** mode is on the background color is green.

You'll need to turn **Full Screen** mode off before you can navigate to other hierarchy levels.

AZIPS – Update Plans, Program/Subprogram Information (continued)

The screenshot shows the 'Subprogram Information' form in the AZIPS system. The form includes fields for Agency (AHCCCS), Program (3 Acute Care), Subprogram (4 SOBRA Children), Statute (A.R.S. § 36-2901), Contact (Linda Skinner), Title (Assistant Director), Office (Division of Member Services), Phone ((602) 417-4635), Mission (To provide comprehensive quality health care to eligible children.), and Description (Under the provisions of the federal Sixth Omnibus Budget Reconciliation Act (SOBRA), the state provides care to children whose family income does not exceed specified percentages of the Federal Poverty Income Level (FPL). Percentages of the FPL are specified in SOBRA, Title XIX, and A.R.S. § 36-2901. Based on changes included in the Omnibus Budget Reconciliation Act of 1989, the federal government currently requires states to provide care to children whose families income does not exceed the amount specified for the specific age group. There are two children's groups: children under age 6 at 133% of FPL, and children age 6 and older at 100% of FPL).

Below the description is the 'Goals *' section, which contains one goal: '1 To ensure the management and delivery of quality acute care services to AHCCCS SOBRA-eligible children.' A gray button is located to the left of the goal's name.

Annotations and error messages:

- Data Entry Error:** A red 'X' icon and the message 'Statute is a required field.' are shown in a dialog box. An arrow points from this message to the 'Statute' field.
- Goal Selection:** An arrow points from a text box to the gray button next to the goal name, with the text: 'Click the **gray button** to the left of a goal's name to select that goal.'
- Goal Creation:** An arrow points from a text box to the 'Add' button in the 'Goals *' section, with the text: 'Click to create a new goal.'
- Goal Deletion:** A text box states: 'Goals can be deleted on the **Goal Information** form. So first select the goal, and review all of its contents.'
- Goal Display Forms:** A text box states: 'Goals will be displayed on one of the following forms:
 - **Subprogram Information** form if appropriate
 - **Program Information** form if the program doesn't have subprograms
 - **Agency Information** form if it is a single program agency

AZIPS – Update Plans, Goal Information

Goals should clarify the program's mission and description. The relationship between the goal and the description should be clear to the reader and should be supported by practical evidence of that relationship (that is, there must be some evidence to show that the goal and description are related). The number of program goals will be determined by the characteristics and breadth and depth of the program mission and description.

If an objective or performance measure needs to be moved to another program or subprogram before the goal can be deleted, use the **Explore Plans** form.

The screenshot shows the 'Goal Information' form in the AZIPS system. The form has a top navigation bar with buttons: '>>', 'REC', 'Main Menu', 'Master List Report', 'Agency Report', 'Funding', 'Explore Plans', and 'Close'. Below this is a 'Goal Information' section with fields for 'Agency: Department of Education', 'Program: 6 Administration', 'Subprogram: 2 Information Technology', and 'Goal # 1'. A 'Description' field contains the text: 'To improve the quality of the Student Accountability Information System (SAIS) data submission process.' To the right of the description are buttons for 'Add Goal', 'Delete Goal', and four navigation arrows. Below the description is an 'Objectives *' section with a table containing one row: '1 < Default FY 2012 Description >'. To the right of the table is an 'Add' button. Annotations with arrows point to various parts of the form: one points to the 'Explore Plans' button in the top bar; another points to the 'Delete Goal' button; a third points to the 'Add' button in the Objectives section; a fourth points to the first row in the Objectives table; and a fifth points to the 'Add Goal' button.

Use caution when deleting goals.
Deleting an existing goal will also delete **all** items below it in the hierarchy, i.e.. objectives and performance measures.

Click to create a new objective. Objectives can be deleted on the **Objective Information** form.

Click to create a new goal. Each goal must contain at least one performance measure but objectives are optional.

Click to select an objective.

AZIPS – Update Plans, Objective Information

Use caution when deleting objectives.

Deleting an existing objective will also delete **ALL** items below it in the hierarchy, i.e., performance measures.

If a performance measure needs to be moved to another objective before the objective can be deleted, use the **Explore Plans** form.

The screenshot shows the 'Objective Information' form in the AZIPS system. The form has a top navigation bar with buttons: REC, Main Menu, Master List Report, Agency Report, Funding, Explore Plans, and Close. Below this is a sub-header 'Objective Information' with buttons: Add Objective, Delete Objective, and navigation arrows. The form is divided into two main sections: 'Descriptions' and 'Performance Measures'.

Descriptions Section:

- Agency: RCA Department of Racing
- Program: 1 Commercial Racing
- Subprogram: 1 Horse Racing
- Goal #: 1 To ensure that all participants and permittees involved in commercial horse racing...
- Objective #: 1

Performance Measures Section:

Type	#	Performance Measure	FY 2011	FY 2012	FY 2012	FY 2013	FY 2014	FY 2015
			Actual	Estimate	Actual	Estimate	Estimate	Estimate
OC	1	Number of Stewards' rulings issued	340	350		350		
QL	2	Percent of original Stewards' actions upheld or	88	80		80		
OC	3	Percent of positive equine drug tests	4.00	1.00		1.00		
OP	4	Number of horse racing investigations conducted	174	100		100		
IP	5	Number of equine drug tests conducted						

Annotations:

- Click to create a new objective. (Points to the 'Add Objective' button)
- Goals don't tend to change but *objectives* may change from year to year as you work towards the goal and accomplish your objectives. (Points to the 'Goal #' field)
- Objectives will not appear on the reports if one of the following applies to the **Descriptions**:
 - Are left blank
 - Only have a space(s)
 - Contain the word 'Default'
- Click to select a performance measure. (Points to the 'Type' column header)
- Click to create a new performance measure. Measures can be deleted on the **Performance Measure Information** form. (Points to the 'Add' button in the Performance Measures section)

AZIPS – Update Plans, Performance Measure Information

There should be at least one performance measure which is publishable in the Master List for each goal.

Flag the measures that should be published in the *Master List*. If a measure is not checked, it will still appear in the **Agency List** report.

Create a new performance measure.

You can delete a measure as long as it's not marked as **Budget Related**.

Performance Measure Information

Agency: RCA Department of Racing
 Program: 1 Commercial Racing
 Subprogram: 1 Horse Racing
 Goal #: 1 To ensure that all participants and permittees involved in commercial horse racing
 Objective #: 1 To investigate possible violations of racing laws and rules and impose administrative actions
 PerfMeasure: 1 Number of Stewards' rulings issued

* Measures that are published in the Executive Budget Recommendation can't be deleted.

Budget *	Master List	Type	FY 2011 Actual	FY 2012 Estimate	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate	FY 2015 Estimate
No	<input checked="" type="checkbox"/>	OC	340	350		350		

Please format the numbers with comma, i.e. 3,000

Performance Measure Description:
 Number of Stewards' rulings issued

Enter performance measure explanation, if necessary (prints in Master List report and publication - so be brief)
 Stewards are the first-line enforcers of the statutes and rules and procedures of the racing industry.

Enter performance measure explanation, if necessary
 If necessary, use this field to provide an explanatory footnote about the performance measure. Please be succinct and accurate, as this will be published in the *Master List*. This is an optional field.

- If to be determined (TBD) or baseline is used for an estimate, please provide an explanatory footnote.
- Dollar (\$) and percent (%) signs are not allowed in the performance data area.
- Use commas to separate numbers. Express large numbers in thousands or millions with one decimal place.
- Users will be limited to ten (10) characters in the data fields; therefore, do not use ratios. Two measures may need to be redefined into one.

AZIPS – Update Plans, Performance Measure Information (continued)

Use the drop down menu to select the **Type** of performance measure:

IP = Input

OP = Output

OC = Outcome

EF = Efficiency

QL = Quality

Make sure the **Performance Measure Description**, in absence of the data, is intuitive and clearly describes what is being measured.

Remember that select measures are published in the *Executive Budget* and should be clear on their own and not need to be read in relation to the program or subprogram to which it relates.

If the measurement amounts are in thousands, be sure to clarify that in the description.

☒ Main Menu ☐ Master List Report ☐ Agency Report ☐ Funding ☐ Explore Plans

Performance Measure Information

Agency: RCA Department of Racing
 Program: 1 Commercial Racing
 Subprogram: 1 Horse Racing
 Goal #: 1 To ensure that all participants and permittees involved in commercial horse racing
 Objective #: 1 To investigate possible violations of racing laws and rules and impose administrative penalties
 PerfMeasure: 1 **Number of Stewards' rulings issued**

* Measures that are published in the Executive Budget Recommendation can't be deleted.

Budget * Related	Master List	Type	FY 2011 Actual	FY 2012 Estimate	FY 2012 Actual	FY 2013 Estimate	FY 2014 Estimate	FY 2015 Estimate
No	<input checked="" type="checkbox"/>	OC	340	350		350		

Please format the numbers with comma, i.e. 3,000

Performance Measure Description:
 Number of Stewards' rulings issued

Enter performance measure explanation, if necessary
 (prints in Master List report and publication - so be brief)

Enter performance measure explanation, if necessary
 (prints in Agency Report, so a longer explanation is acceptable)

Stewards are the first-line enforcers of the statutes and rules and protect the integrity of the racing industry.

If necessary, use this field to provide an explanatory footnote about the performance measure. The explanation will be provided on the **Agency List** report. This is an *optional* field. It's a good reference for questions and helps OSPB analysts. Let OSPB know if this measure should be considered a **Budget Related** measure.

AZIPS – Update Plans, Performance Measure Information (continued)

The screenshot shows the 'Performance Measure Information' form in the AZIPS system. The form includes fields for Agency, Program, Subprogram, Goal #, Objective #, and PerfMeasure. A table displays budget data for FY 2011 through FY 2015, with columns for Actual and Estimate. The 'Performance Measure Description' field is highlighted in yellow, indicating it is budget-related and cannot be changed directly. Below the description, there are two text areas for providing explanations for changes or deletions. Annotations explain that budget-related measures are 'locked' and cannot be deleted, and that agencies can request changes or deletions by providing specific reasoning in the explanation fields.

Performance Measure Information

Agency: RCA Department of Racing
 Program: 1 Commercial Racing
 Subprogram: 1 Horse Racing
 Goal #: 1 To ensure that all participants and permittees involved in commercial horse racing are aware of and follow the rules and regulations of the racing industry.
 Objective #: 1 To investigate possible violations of racing laws and rules and impose administrative sanctions.
 PerfMeasure: 4 Number of horse racing investigations conducted regarding compliance with rules

Budget * Related	Master List	Type	FY 2011 Actual	FY 2011 Estimate	FY 2012 Actual	FY 2012 Estimate	FY 2013 Estimate	FY 2014 Estimate	FY 2015 Estimate
Yes	<input checked="" type="checkbox"/>	OP	174	100			100		

Performance Measure Description:
 Number of horse racing investigations conducted regarding compliance with rules

Enter performance measure explanation, if necessary
 (prints in Master List report and publication - so be brief)

Enter performance measure explanation, if necessary
 (prints in Agency Report, so a longer explanation is possible)

Revised Performance Measure Description: (Shift-F2 = zoom) ?

Annotations:

- Performance measures marked with the **Budget Related** flag have been selected for inclusion in the *Executive Budget Recommendation* published by OSPB.
- The descriptions for these measures are “locked” to prevent any changes, and these measures cannot be deleted from AZIPS. Agencies are also prohibited from flagging (adding) new budget measures.
- A yellow background indicates that the description can't be changed directly because it is budget related. It can be changed if it's white and not budget.
- OSPB has added the feature for agencies to request additions/changes/deletions for budget measures internal to AZIPS. Agencies may request a change in the designated budget measures by including the new description on the **Performance Measure Information** form.
- In the request, please be specific about how the new/revised measure should read. If a measure should be deleted, have the changed wording say “*This measure should be deleted.*” In all cases, please provide strong, specific arguments about why the change is necessary.
- OSPB will review the request and inform the agency of approved changes and make the necessary changes in the OSPB database.
- If a **Budget Related** measure needs to be deleted or re-worded, please make a note of that fact and the reasoning behind the request in this field. You can copy/paste the original description from above and then edit it as your recommended rewording.

AZIPS – Update Plans, Plan Funding

OSPB published *A Guide for Agency Program Structures* to assist agencies in understanding the linkage between the *Master List* and the *Executive Budget Recommendation*. Agency budget (BUDDIES) and planning (AZIPS) structures that are aligned will not be required to submit AZIPS financial information.

The AZIPS database has flagged those agencies that have aligned structures and will make the Funding button enabled as appropriate.

Funding for unaligned agencies needs to be updated for:

- * FY 2012 Actual Expenditures
- * FY 2013 Appropriation
- * FY 2014 Budget Request

Appropriated, non-appropriated, and federal funds and FTE positions should match or align at the agency level to what is reported in BUDDIES and CLIFF.

Agencies required to provide financial information in AZIPS	
Arizona Health Care Cost Containment System	Judiciary
Board of Regents	Senate
Community Colleges	

AZIPS – Update Plans, Plan Funding (continued)

Navigation: [Main Menu](#) [Master List Report](#) [Agency Report](#) [Funding](#) [Explore Plans](#) [Close](#)

Subprogram Information

Agency: Department of Health Services
Program: 1 Administration
Subprogram: 1 Director's Office
Statute: A.R.S. § 36-132

Contact: Janet A. Mu...
Mission: To provide...
Description: The office p... budget; legi... complaints; state, feder... and emergin...

Funding (Close)

Funding Sources *	FY 2012 Actual	FY 2013 Estimated	FY 2014 Estimated
General Funds:	2,088.8	2,020.8	2,020.8
Other Approp:	901.3	843.4	843.4
Other Non-approp:	0.0	0.0	0.0
Federal Funds:	0.0	0.0	0.0
FTE Positions:	56.1	56.1	56.1

* Entered in thousands except FTE Positions

★ Only single-click to make a selection.

The **Funding** button will turn green to indicate that you're at the correct hierarchical level to enter the fund amounts for this program / subprogram.

Red means the program has subprograms in the hierarchy so you must go to a lower level. The **Plan Funding** report summarizes all the subprogram funding entered.

Green means funding should be entered because you're at the subprogram level, or you're at the program level and no subprograms exist.

All numbers must be expressed in thousands and rounded to hundreds, with the exception of **FTE Positions**.

These numbers should also correspond and reconcile to the actuals in the *Annual Financial Report* and BUDDIES for **each fund**.

AZIPS – Explore Plans

» Display Below: Programs, Subprograms, Goals, Objectives, PMs Reorganize Items Below: (no mode selected currently) Close

Programs Subprograms Goals Objectives PMs Delete Mode Move Mode Clear Execute Save Cancel

* Double-click to edit/view the item or, Single-click to select item in Delete/Move mode.

Explore Plans

* Double-click to edit/view the item or, Single-click to select item in Delete/Move mode.

Set Colors

*	P	S	G	O	PM	
<input type="checkbox"/>	0	0	0	0	0	P 0 Arizona Department of Housing
<input type="checkbox"/>	1	0	0	0	0	P 1 Housing Development Agency
<input type="checkbox"/>	1	0	1	0	0	G 1 To provide homeownership opportunities and a mix of rental options for Arizonans.
<input type="checkbox"/>	1	0	1	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	1	0	1	1	1	P 1 Total number of households assisted with eviction or foreclosure in order to prevent homelessness
<input type="checkbox"/>	1	0	1	1	2	P 2 Total funds committed to homeownership programs including construction and acquisitions, rehabilitati
<input type="checkbox"/>	1	0	1	1	3	P 3 Total number of households assisted with homeownership assistance through down payment and closi
<input type="checkbox"/>	1	0	1	1	4	P 4 Total funds committed to affordable rental units. (Numbers rounded to thousands
<input type="checkbox"/>	1	0	1	1	5	P 5 Total number of affordable rental units assisted/produced
<input type="checkbox"/>	1	0	1	1	6	P 6 Total number of individuals assisted with information on available affordable renta
<input type="checkbox"/>	1	0	1	1	7	P 7 Total number of publicly funded rental units monitored for health and safety issues
<input type="checkbox"/>	1	0	2	0	0	G 2 To recruit, retrain and maintain a qualified, professional work force.
<input type="checkbox"/>	1	0	2	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	1	0	2	1	1	P 1 Percent of agency turnover
<input type="checkbox"/>	1	0	3	0	0	G 3 To maintain and further improve quality working relationships with our partners.
<input type="checkbox"/>	1	0	3	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	1	0	3	1	1	P 1 Results of customer satisfaction survey (7=excellent; 4=satisfactory; 1=poor)
<input type="checkbox"/>	2	0	0	0	0	P 2 Housing Finance Authority
<input type="checkbox"/>	2	0	1	0	0	G 1 To augment the programs of the Arizona Department of Housing by further providing ho
<input type="checkbox"/>	2	0	1	1	0	O 1 < Default FY 2011 Description >
<input type="checkbox"/>	2	0	1	1	1	P 1 Total funds utilized for homeownership program through bond issuances for Mortg
<input type="checkbox"/>	2	0	1	1	2	P 2 Total number of low-income households assisted into homeownership through the homeownership pro
<input type="checkbox"/>	2	0	1	1	3	P 3 Total number of rental projects approved
<input type="checkbox"/>	2	0	1	1	4	P 4 Total number of rental units created in approved rental projects

Navigation Pane

Summary of Features

Explore Plans has three features for managing your work. Each of these features will be explained in detail on the following pages.

1. Outline Your Planning Elements
2. Review and Edit Selected Elements
3. Reorganize Planning Elements

AZIPS – Explore Plans (continued)

Outline Your Planning Elements

Explore Plans displays your planning elements in the hierarchy. Hierarchical levels can be made visible or hidden. Each planning level is color coded.

The screenshot shows the 'Explore Plans' window. At the top, there are two tabs: 'Display Below:' and 'Reorganize Items Below:'. The 'Display Below:' tab is active and shows a list of planning levels: Programs, Subprograms, Goals, Objectives, and PMs. Each level has a corresponding colored button: Programs (blue), Subprograms (light blue), Goals (green), Objectives (pink), and PMs (light pink). The 'Reorganize Items Below:' tab has buttons for 'Delete Mode' and 'Move Mode'. Below the tabs is a 'Set Colors' button. The main area displays a hierarchy of planning elements. Each element is preceded by a checkbox and a set of five colored circles (blue, light blue, green, pink, light pink) corresponding to the planning levels. The elements are listed in a hierarchical manner, starting with 'P 0 Department of Corrections' and continuing down to 'P 1 Percent of correctional series staff passing annual core competency test and c'.

* P	S	G	O	PM	Set Colors	Explore Plans
<input type="checkbox"/>	0	0	0	0	<input type="checkbox"/>	P 0 Department of Corrections
<input type="checkbox"/>	1	0	0	0	<input type="checkbox"/>	P 1 Prison Operations and Services
<input type="checkbox"/>	1	1	0	0	<input type="checkbox"/>	S 1 Security
<input type="checkbox"/>	1	1	1	0	<input type="checkbox"/>	G 1 To enhance safety and security practices
<input type="checkbox"/>	1	1	1	1	<input type="checkbox"/>	O 1 Achieve 0 escapes from both secure pe
<input type="checkbox"/>	1	1	1	2	<input type="checkbox"/>	P 1 Number of escapes of inmates from a
<input type="checkbox"/>	1	1	1	2	<input type="checkbox"/>	O 2 Average monthly inmate on staff assault
<input type="checkbox"/>	1	1	1	2	<input type="checkbox"/>	P 1 Number of inmate on staff major assa
<input type="checkbox"/>	1	1	1	2	<input type="checkbox"/>	P 2 Number of inmate on staff minor assa
<input type="checkbox"/>	1	1	1	2	<input type="checkbox"/>	P 3 Number of total inmate on staff
<input type="checkbox"/>	1	1	1	3	<input type="checkbox"/>	O 3 Average monthly inmate on inmat
<input type="checkbox"/>	1	1	1	3	<input type="checkbox"/>	P 1 Number of monthly inmate on i
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	O 4 Achieve maximum of 0 major dist
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	P 1 Number of major disturbances
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	P 2 Number of minor disturbances
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	5 100 percent of eligible inmates w
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	P 1 Percent of eligible inmates plac
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	6 Will reduce major rule violations by 5 percent
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	P 1 Percent
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	7 Achieve 0
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	P 1 Number
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	8 increase c
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	O 1 90 percent
<input type="checkbox"/>	1	1	1	4	<input type="checkbox"/>	P 1 Percent of correctional series staff passing annual core competency test and c

The **pink area** will list only the planning levels that are currently selected to be visible.

In this example, all levels are listed because all levels were selected to be displayed below.

The **five planning level buttons** determine what is displayed. All levels below the selected button are hidden.

Since **PMs** is the lowest level, all levels and planning elements are displayed.

For example, click **Goals**; now **Objectives** and **Performance Measures** are hidden.

If the default colors for the five levels are hard to see, you can change them.

Notice the **five planning level buttons** display the colors they're set to and these colors are used when listing your planning elements below.

This entry for is:
Program #1
Subprogram #1
Goal #1
Objective #4
Performance Measure #2.

All planning element names are prefixed with the initial of the planning level followed by the number of the element within the level.

For example, this planning element is the fourth objective.

AZIPS – Explore Plans (continued)

Review and Edit Selected Elements

You can quickly navigate through your plan elements without drilling through hierarchy levels, one level at a time, as you do when using the **Update Plan** forms. This lets you “jump” to any part of your plan making it easy to update and review.

Display Below: Programs, Subprograms, Goals, Objectives, PMs **Reorganize Items Below:** (no mode selected currently) **Close**

Programs **Subprograms** **Goals** **Objectives** **PMs** **Delete Mode** **Move Mode** **Clear** **Execute** **Save** **Cancel**

Explore Plans **Set Colors**

* Double-click to edit/view the item or, Single-click to select item in Delete/Move mode.

	P	S	G	O	PM	
0	0	0	0	0	0	P 0 Board of Accountancy
0	0	1	0	0	0	G 1 To administer the qualifying AICPA Uniform CPA examination to persons who meet the requirements of A.R.:
0	0	1	1	0	0	O 1 By June 30, 2007, to allow candidates to received examination grades via secure online transaction.
0	0	1	1	1	0	P 1 Number of exam applications received
0	0	1	1	2	0	P 2 Number of grade release packets sent
0	0	1	1	3	0	P 3 Number of successful candidates
0	0	2	0	0	0	G 2 To certify and register persons who meet the statutor
0	0	2	1	0	0	O 1 By June 30, 2007, to add an applicant section to the Accountancy Information Management System to all
0	0	2	1	1	0	P 1 Number of applications for certification

Buttons to the far left open selected plan elements by double-clicking.

A footnote describes how the planning element buttons should be clicked.

Once you finish reviewing or editing a planning element, simply close it to return to the **Explore Plans** form.

Performance Measure Information **Add PM** **Delete PM** **Left Arrow** **Right Arrow**

Agency: ABA Board of Accountancy
 Program: 0
 Subprogram: 0
 Goal # 1 To assist candidates in applying for the Uniform CPA examination so that the
 Objective # 1 default
 PerfMeasure: 1 Number of successful candidates

* Measures that are published in the Executive Budget Recommendation can't be deleted.

Budget *	Master List	Type	FY 2010 Actual	FY 2011 Estimate	FY 2011 Actual	FY 2012 Estimate	FY 2013 Estimate
Related							

AZIPS – Explore Plans (continued)

Reorganize Planning Elements

This form is useful for reordering your goals, objectives and performance measures. It's also extremely helpful for agencies that have made program structure changes because it aids in the movement of planning elements without losing any history. Goals, objectives, and measures can be moved by following these steps:

#1 Click **Move Mode** to enable the feature.

AZIPS will pop-up a reminder of how to move items.

The pink area indicates **Move Mode** is now enabled.

#4 Click **Execute** to move the checked item to its new position in the organization. An "x" will appear to the left of the moved item. Review the "x" item to ensure the proper placement.

If there are other items to move, click **Clear** and repeat steps 2 – 4 until all items are moved.

Display Below: Programs, Subprograms, Goals, Objectives, PMs

Reorganize Items Below: Move Mode Selected

Buttons: Delete Mode, Move Mode, Clear, Execute, Save, Cancel, Close

Explore Plans

* Double-click to edit/view the item or, Single-click to select item in Delete/Move mode.

*	P	S	G	O	PM	
<input type="checkbox"/>	0	0	0	0	0	<input type="checkbox"/> P 0 Department of Corrections
<input type="checkbox"/>	1	0	0	0	0	<input type="checkbox"/> P 1 Prison Operations and Services
<input type="checkbox"/>	1	1	0	0	0	<input type="checkbox"/> S 1 Security
<input type="checkbox"/>	1	1	1	0	0	<input type="checkbox"/> G 1 To enhance safety and security practices
<input type="checkbox"/>	1	1	1	1	0	<input type="checkbox"/> O 1 Achieve 0 escapes from both secure perimeters and exterior work crews
<input type="checkbox"/>	1	1	1	1	1	<input type="checkbox"/> P 1 Number of escapes of inmates from any location
<input type="checkbox"/>	1	1	1	2	0	<input type="checkbox"/> O 2 Average monthly inmate on staff assaults not to exceed .40 per 1,000 inmates
<input type="checkbox"/>	1	1	1	2	1	<input type="checkbox"/> P 1 Number of inmate on staff major assaults per 1,000 inmates
<input type="checkbox"/>	1	1	1	2	2	<input type="checkbox"/> P 2 Number of inmate on staff minor assaults per 1,000 inmates
<input type="checkbox"/>	1	1	1	2	3	<input type="checkbox"/> P 3 Number of total inmate on staff assaults per 1,000 offenders

#2 Select a goal, objective, or performance measure to move by clicking the **check box** to the left of the text (check boxes appear after **Move Mode** is enabled).

#3 Select the goal, objective or measure where you want to move the planning element *under/after* by clicking the **gray button** in column "*" of the form.

If needed, click **Clear** to erase all selections and start step #2 again.

#5 Click **Save** to confirm all change(s) that used the **Execute** button or ...

Click **Cancel** to return items to their previous location since the last **Save**.

AZIPS – Explore Plans (continued)

Reorganize Planning Elements

Here is an example of reordering a performance measure.

<input type="checkbox"/>	1	0	2	1	8	<input type="checkbox"/>	P 8 Percentage of invoice payables paid within thirty (30) calendar
<input type="checkbox"/>	1	0	2	1	9	<input type="checkbox"/>	P 9 Percent of customers agreeing that services meet or exceed the
<input type="checkbox"/>	1	0	2	1	10	<input type="checkbox"/>	P 10 Percentage of agency staff turnover
<input type="checkbox"/>	1	0	2	1	11	<input type="checkbox"/>	P 11 Percent of notice of administrative hearing issued within 3 work
<input type="checkbox"/>	1	0	2	1	12	<input checked="" type="checkbox"/>	P 12 Percentage (annual) of agency budget and strategic plan consistent with
<input type="checkbox"/>	1	0	3	0	0	<input type="checkbox"/>	G 3 To provide leadership on children's environmental health
<input type="checkbox"/>	1	0	3	1	0	<input type="checkbox"/>	O 1 < Default FY 2007 Description >
<input type="checkbox"/>	1	0	3	1	1	<input type="checkbox"/>	P 1 Continue to implement the action plan to integrate children's environmental health issues into ADEQ prc

Click **Move Mode** and click **OK** on the reminder message that pops up.
Check P12 as the items to be moved.
Single-click button on item P11 as location where P12 is to be moved after.

Explore Plans - Execute

Confirm your intention to move the selected items.

Items with a checkmark will then be moved AFTER the item selected in the '*' column.

An 'X' will be prefixed to the beginning of the name for items that moved.
 The 'X' prefix will be removed when you 'Save' all moves.

Don't forget to 'Save' your moves when you're done.

Click **Execute**.
 Review the move.
 (Cancel lets you reselect before moving.)
OK moves the checked item after the item with the depressed button.

<input type="checkbox"/>	1	0	2	1	8	<input type="checkbox"/>	P 8 Percentage of invoice payables paid within thirty (30) calendar
<input type="checkbox"/>	1	0	2	1	9	<input type="checkbox"/>	P 9 Percent of customers agreeing that services meet or exceed the
<input type="checkbox"/>	1	0	2	1	10	<input type="checkbox"/>	P 10 Percentage of agency staff turnover
<input type="checkbox"/>	1	0	2	1	11	<input type="checkbox"/>	xP 10 Percentage (annual) of agency budget and strate
<input type="checkbox"/>	1	0	2	1	12	<input type="checkbox"/>	P 11 Percent of notice of administrative hearing issued
<input type="checkbox"/>	1	0	3	0	0	<input type="checkbox"/>	G 3 To provide leadership on children's environmental health
<input type="checkbox"/>	1	0	3	1	0	<input type="checkbox"/>	O 1 < Default FY 2007 Description >
<input type="checkbox"/>	1	0	3	1	1	<input type="checkbox"/>	P 1 Continue to implement the action plan to integrate children's environmental health issues into ADEQ prc

Look for the item with an 'x' prefix, that's where your checked item was moved to.
 (If wrong location, move again before saving.)
 Click **Save** and confirm your action. The 'x' prefix is removed and **Move Mode** is disabled.
 Item P12 is now item P11.

AZIPS – Explore Plans (continued)

Reorganize Planning Elements

Planning elements can be deleted following these steps.

The screenshot shows the 'Explore Plans' window with the 'Delete Mode' tab selected. The interface includes a 'Display Below' section with tabs for Programs, Subprograms, Goals, Objectives, and PMs. The 'Reorganize Items Below' section has buttons for Delete Mode, Move Mode, Clear, Execute, Save, and Cancel. A table lists planning elements with checkboxes for selection. Callouts provide step-by-step instructions for deleting items.

#1 Click **Delete Mode** to enable the feature.
AZIPS will pop-up a reminder of how to delete items.

#2 Select a goal, objective, or performance measure to delete by clicking the **check box** to the left of the text (check boxes appear after **Delete Mode** is enabled).
Reselect or click **Clear** to unselect items.
You cannot delete programs or subprograms.

#3 Click **Execute** to delete the checked item(s) and confirm your action.
If there are other items to delete, repeat steps 2 – 4 until all items are deleted.

#4 Click **Save** to confirm all delete(s) that used the **Execute** button or
Click **Cancel** to return items to their location since the last **Save**.

Pink area indicates **Delete Mode** is now enabled.

AZIPS – Explore Plans (continued)

Reorganize Planning Elements

Here is an example of deleting a goal.

This feature should be used with care due to the hierarchy of the planning levels!

For example, if a goal is deleted, the objectives and performance measures associated with it will also be deleted.

If a goal were selected to be removed, as shown here, the associated objectives and performance measures would be deleted as well.

If an objective were selected to be removed, all associated performance measures would be deleted.

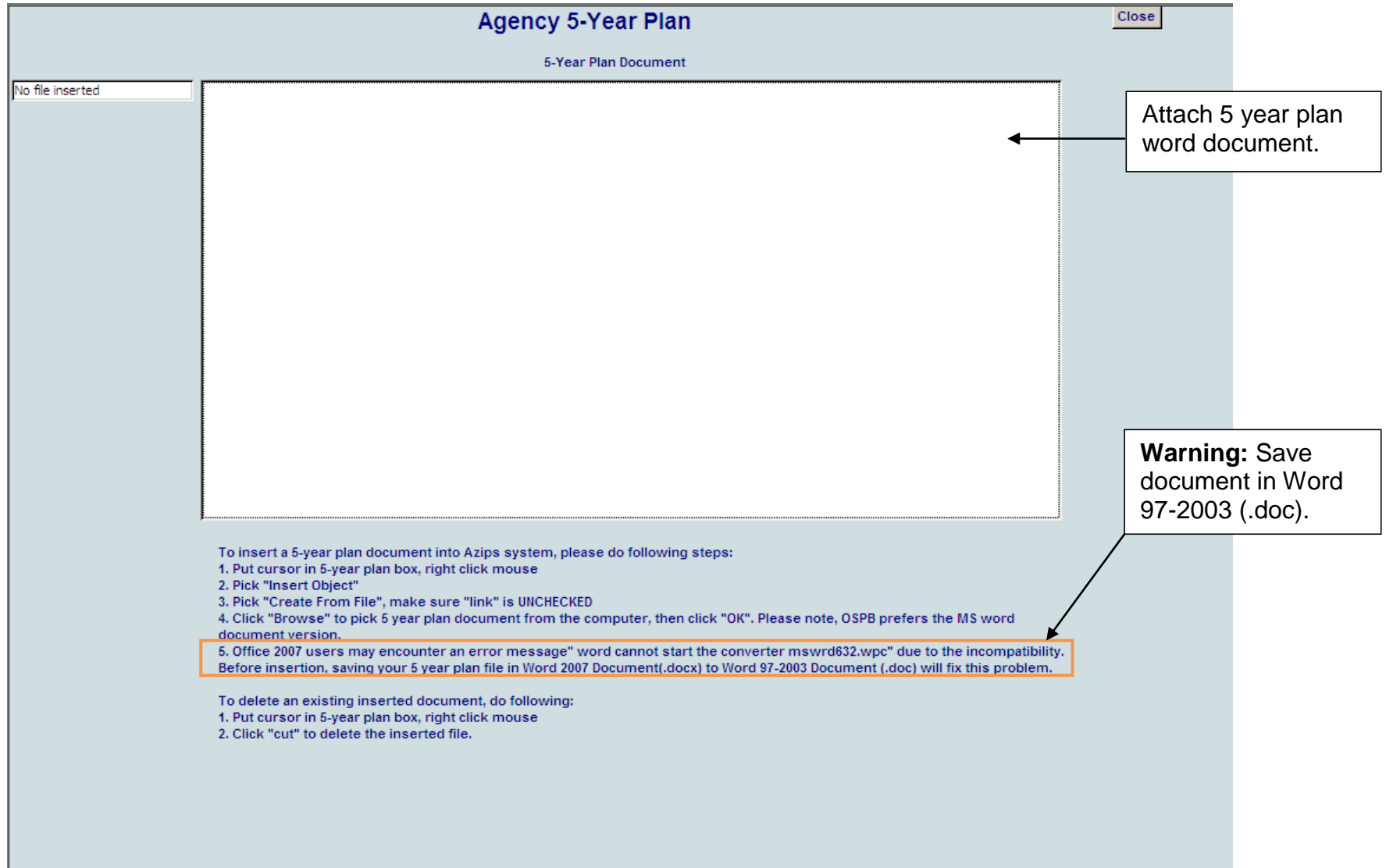
The only planning element that can be removed one item at a time is a performance measure.

1	0	2	1	11	<input type="checkbox"/>	P 11 Percentage (annual) of agency budget and strategic plan const
1	0	2	1	12	<input type="checkbox"/>	P 12 Percent of notice of administrative hearing issued within 2
1	0	3	0	0	<input checked="" type="checkbox"/>	G 3 To provide leadership on children's environmental health
1	0	3	1	0	<input checked="" type="checkbox"/>	O 1 < Default FY 2007 Description >
1	0	3	1	1	<input checked="" type="checkbox"/>	P 1 Continue to implement the action plan to integrate children's
2	0	0	0	0	<input checked="" type="checkbox"/>	P 2 Air
2	1	0	0	0	<input type="checkbox"/>	S 1 Air Quality Management and Analysis
2	1	1	0	0	<input type="checkbox"/>	G 1 To provide value to all of Arizona

*Look at what's actually checked **before** clicking **Execute**.*

AZIPS – 5 Year Strategic Plan

This page requires agencies to attach their new budget year's five year plan as a word document. To attach the file follow the instructions below the text box.



Agency 5-Year Plan Close

5-Year Plan Document

No file inserted

Attach 5 year plan word document.

Warning: Save document in Word 97-2003 (.doc).

To insert a 5-year plan document into Azips system, please do following steps:

1. Put cursor in 5-year plan box, right click mouse
2. Pick "Insert Object"
3. Pick "Create From File", make sure "link" is UNCHECKED
4. Click "Browse" to pick 5 year plan document from the computer, then click "OK". Please note, OSPB prefers the MS word document version.
5. Office 2007 users may encounter an error message "word cannot start the converter mswrd632.wpc" due to the incompatibility. Before insertion, saving your 5 year plan file in Word 2007 Document(.docx) to Word 97-2003 Document (.doc) will fix this problem.

To delete an existing inserted document, do following:

1. Put cursor in 5-year plan box, right click mouse
2. Click "cut" to delete the inserted file.

AZIPS – Reports

Select one or more programs/
subprograms to report on. The Master List
will automatically report on all programs.

Close

Reports

Program SubProgram Select All Programs Clear Selections

Program	SubProgram	Name
ASU - Tempe		
1		Academic Affairs
1	1	College of Design
1	2	W. P. Carey School of Business
1	3	Mary Lou Fulton College of Education
1	4	Ira A. Fulton School of Engineering
1	5	University College
1	6	Katherine K. Herberger College of Arts
1	7	Graduate College
1	8	The Barrett Honors College
1	9	Sandra Day O'Connor College of Law
1	10	College of Liberal Arts and Sciences
1	11	College of Nursing and Healthcare Innovation
1	12	College of Public Programs
1	13	Walter Cronkite School of Journalism and Mass Comm
1	14	Other Instructional Support
1	15	University Libraries and Museums
1	16	Academic Computing
1	17	Admin. Information Technology/ Telecommunications
1	18	Academic Affairs Administrative Support
2		Research and Economic Affairs
2	1	Research Activities
2	2	Regulatory Compliance

Master List
(Prints Entire Agency)

Preview Print

Agency List *

Preview Print

* Includes Objectives and PMs not checked for inclusion in the Master List.

Budget Measures

Preview Print

Revised Performance Measure Descriptions

Preview Print

Plan Funding

Preview Print

Print the *Master List* report for
submittal to OSPB.

At least one program must
be selected before running
one of these reports.

An individual program can be selected or deselected by clicking on its name.

AZIPS – Reports (continued)

Select one or more programs/
subprograms to report on. The Master List
will automatically report on all programs.

Close

Reports

Program	SubProgram	Name
0	0	ASU - Tempe
1	0	Academic Affairs
1	1	College of Design
1	2	W. P. Carey School of Business
1	3	Mary Lou Fulton College of Education
1	4	Ira A. Fulton School of Engineering
1	5	University College
1	6	Katherine K. Herberger College of Arts
1	7	Graduate College
1	8	The Barrett Honors College
1	9	Sandra Day O'Connor College of Law
1	10	College of Liberal Arts and Sciences
1	11	College of Nursing and Healthcare Innovation
1	12	College of Public Programs
1	13	Walter Cronkite School of Journalism and Mass Comm
1	14	Other Instructional Support
1	15	University Libraries and Museums
1	16	Academic Computing
1	17	Admin. Information Technology/ Telecommunications
1	18	Academic Affairs Administrative Support
2	0	Research and Economic Affairs
2	1	Research Activities
2	2	Regulatory Compliance

Master List
(Prints Entire Agency)

Preview Print

Agency List *

Preview Print

Budget Measures

Preview Print

Revised Performance Measure Descriptions

Preview Print

Plan Funding

Preview Print

Not In Master List

Preview Print

Select the **Agency List** report to review **all** AZIPS planning elements, including those elements not included in the *Master List* report, such as:

- ✓ Planning Objectives
- ✓ Performance Measures not flagged as ML

Use the **Budget Measures** report to review which performance measures are going to be published in the *Executive Budget*.

For unaligned agencies:

The **Plan Funding** report aids in ensuring AZIPS financial data is reconciled to BUDDIES financial data.

Any change to BUDDIES after the September submission may require a revised AZIPS submission.

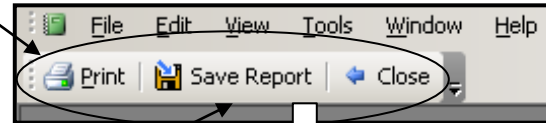
Not In Master List reports all goals without any performance measures marked as being included in the Master List.

AZIPS – Reports (continued)

Saving reports provides a means for sharing information with others in the organization that don't have AZIPS.

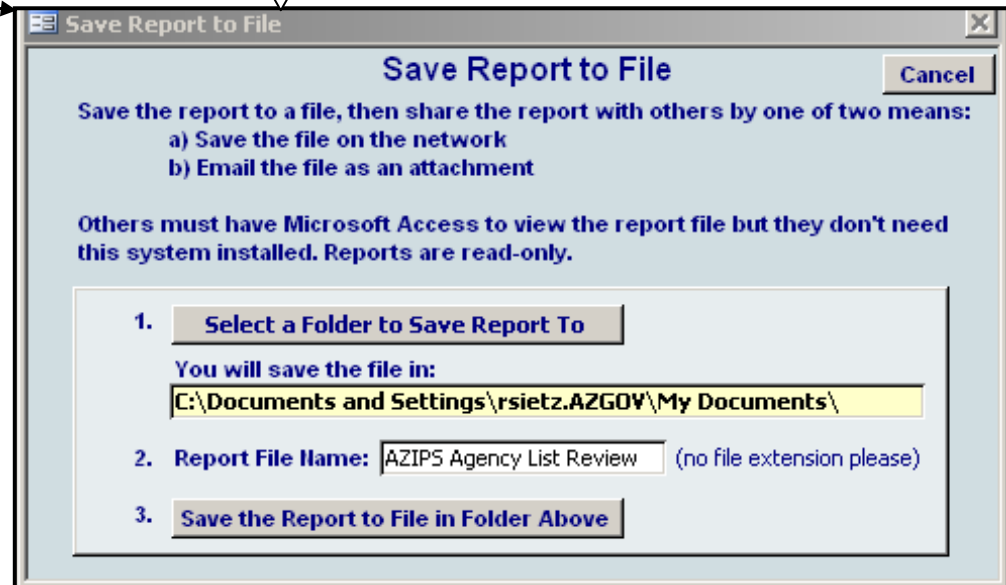
When a report is opened a **report menu-bar** will appear at the top of the window with three buttons.

Print will print a hardcopy and **Close** will return you to the form.



The **Save Report** button will pop-up a dialog. This gives you the ability to save the report as a file in any location. You can then share the report with others by emailing it as an attachment or letting them know where it is on a shared network drive. Others can view it without the AZIPS system.

They do need Microsoft Access installed but don't need to know how to use Access. Access simply displays the report as a static image that can't be changed.



AZIPS – Reports (continued)

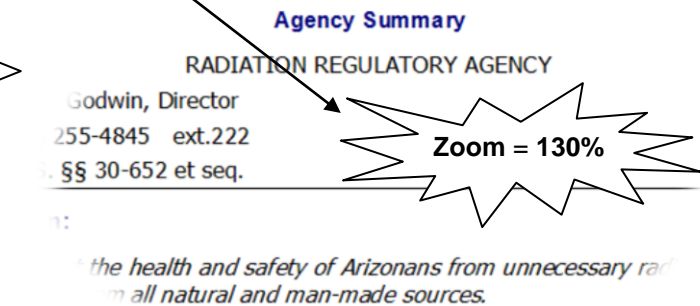
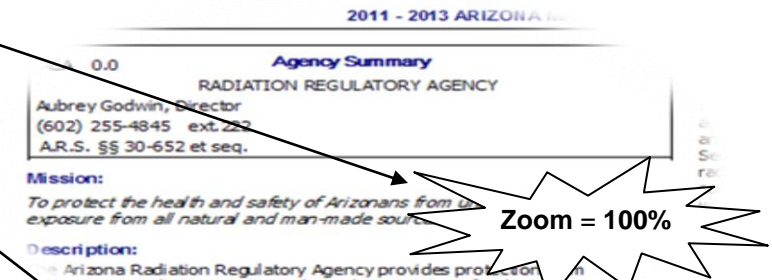
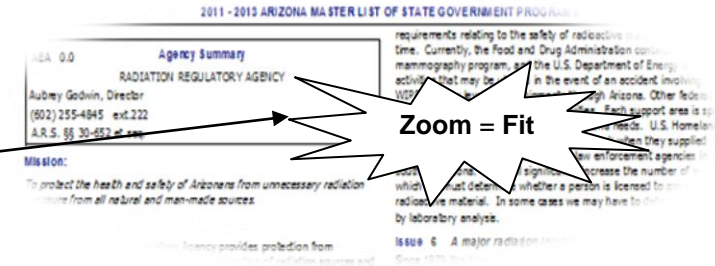
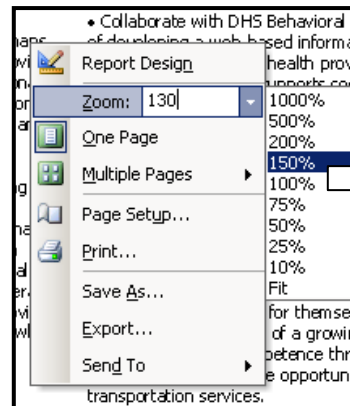
The reports have been designed to have small fonts because of the volume of pages for printing/publishing, especially at the state level. The hardcopies may need to be compact but the electronic copies aren't.

When you open a report for Preview, the page will usually be set to fit it on the screen. The cursor will be a **magnifying glass with a plus sign** in it.

Left-clicking on the report will **zoom** it to **100%**. The cursor will become a **magnifying glass with a minus sign** in it.

Right-clicking on the report, lets you zoom to other sizes. You can also enter any zoom size, instead of picking from the list. 130% filled the screen width during testing.

This **Zoom** feature also works for people whose don't have the system and are reading the reports you created using the **Save Report to File** feature (see previous page). Let others know when then see your reports in Snapshot Viewer that they can **Zoom**.



AZIPS – Check Data

The **Check Data** form can be run from the **Main Menu**.
It automatically runs when you pick **Submit to OSPB**.

The screenshot shows the 'Check Data' form with a title bar and a 'Close' button. On the left, there are six data check items, each with a text box and a checkmark icon:

- All programs and subprograms have an entry in the 'Statute' field: ☒
- You have at least one strategic issue: ☒
- All goals have a description: ☒
- All goals have at least one performance measure: ☒
- All performance measures have a type and amounts: ☒
- All goals have at least one Master List performance measure: ☒

In the center, a green box contains the following text:

Your data entries pass the automated data check.

You may submit your data after you've reviewed the Master List report.

Your OSPB Analyst will also be reviewing your data. Corrections will require you making the edits and resubmitting the data file and hardcopies.

Please double-check your work. Thank you.

Three callout boxes provide additional information:

- An arrow points from the green box to a box on the right: "When **all required** data checks pass, a message will confirm it."
- An arrow points from the green box to a box below it: "Agencies must still review the reports to be sure everything is accurate and complete."
- An arrow points from the checkmark of the fifth item to a box below it: "If a data check passes, a checkmark will indicate that fact. In this illustration all data checks have passed."

AZIPS – Check Data (continued)

Check Data

All programs and subprograms have an entry in the 'Statute' field:

ERROR: You have at least one statute missing. Click on the button to enter the missing statute(s).

Statutes Missing

You have at least one strategic issue:

ERROR: You must have entered at least one strategic issue in your plan. Click the button to add one.

Strategic Issues

All goals have a description:

ERROR: Every goal must have a description. Click the button to list these goals.

Goals Missing Data

All goals have at least one performance measure:

ERROR: Every goal must have at least one performance measure. Click to list goals missing PMs.

Incomplete Goals

All performance measures have a type and amounts:

ERROR: Every PM must have a type & all amounts must be entered. Click the button to list these PMs.

PMs Missing Data

All goals have at least one Master List performance measure:

WARNING: Every goal should have at least one measure with a checkmark for Master List. Every goal should be measurable when published. Click the button to list these goals.

Goals Without Measures

AZIPS can only check some of the basic requirements.

The first five checks must pass before you're allowed to submit a data file to OSPB.

If a data check does not pass, an error or warning message will appear below with a button. The button will display the details of what needs to be addressed.

In this illustration none of the data checks have passed.

Missing Performance Measures Information

ERA									
Program:	1	Program Name:	Governance						
Subprogram:	0	Subprogram Name:	Governance						
Goal:	1	Goal Desc:	To assist the Board in accomplishing its annual Action Plan Strategy Goals:						
Objective:	1	Objective Desc:	Detail 2007						
Performance:	Description	PM Type	F 1/2007	F 1/2009	Actual	B Final			
1	Percent of Action Plan Objectives successfully completed		0	0					
2	Number of Action Plan Objectives successfully completed		0	0					
Goal:	2	Goal Desc:	To communicate with stakeholders and the constituents and stakeholders on board public priorities.						
Objective:	1	Objective Desc:	Detail 2007						
Performance:	Description	PM Type	F 1/2007	F 1/2009	Actual	B Final			
1	Number of stakeholder meetings conducted		0	0					
2	Number of stakeholder meetings conducted		0	0					
Goal:	3	Goal Desc:	To provide internal audits of the university.						
Objective:	1	Objective Desc:	Detail 2007						
Performance:	Description	PM Type	F 1/2007	F 1/2009	Actual	B Final			
1	Specific audit recommendations reported to Board		0	0					
2	Audits completed		0	0					
Goal:	4	Goal Desc:	To develop and monitor Proposition 501 TRM funds						
Objective:	1	Objective Desc:	Detail 2007						
Performance:	Description	PM Type	F 1/2007	F 1/2009	Actual	B Final			
1	Performance measures monitored		0	0					
2	Number of projects funded		0	0					
Program:	2	Program Name:	Student Assistance						
Subprogram:	0	Subprogram Name:	Student Assistance						
Goal:	1	Goal Desc:	To provide existing grants to university education, providing and assist in the status of the state financial aid programs						
Objective:	1	Objective Desc:	Detail 2007						
Performance:	Description	PM Type	F 1/2007	F 1/2009	Actual	B Final			
1	Number of existing Teacher Quality (TQ) grants awarded (dependent on funding)		0	0					
2	Number of students awarded through the National Financial Aid Trust		0	0					

A warning won't prevent you from submitting; but goals without performance measures for the *Master List* will be questioned by OSPB before publishing.

AZIPS – Submit to OSPB

Before submitting a data file, complete the **Contact Information** form. This should be the person transmitting AZIPS to OSPB.

OSPB will send an email upon receipt of the file.

There will also be an email with each revision transmitted.

All fields are required.

Contact OSPB if you do not receive an email confirming your data file submittal within one business day.

Contact Information

Agency: Arizona Health Care Cost Containment System

Please fill in your contact information so OSPB can reply with a status on your submittal.

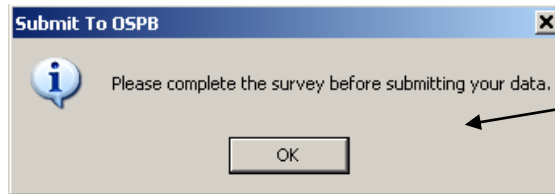
Name:

Email:

Telephone:

NEXT STEP

AZIPS – Submit to OSPB (continued)

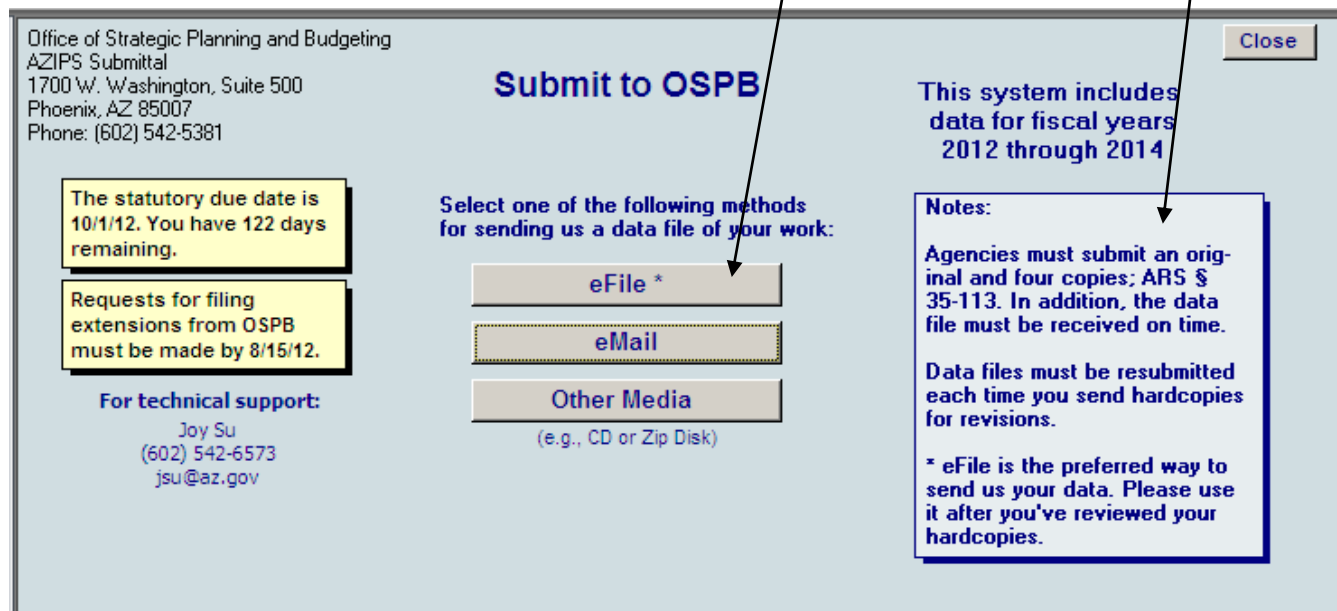


Please complete the **Survey**,
The responses to these surveys are used to make
improvements to the system for future years.

eFile is the fastest and easiest way to
send your electronic data.

Alternative methods are still available.

An electronic
submittal is required
with each revision.

The main screen for submitting data to the Office of Strategic Planning and Budgeting (OSPB). It features a header with contact information, a central section for selecting submission methods, and sidebars with important dates and notes. A "Close" button is in the top right corner.

Office of Strategic Planning and Budgeting
AZIPS Submittal
1700 W. Washington, Suite 500
Phoenix, AZ 85007
Phone: (602) 542-5381

Submit to OSPB

Select one of the following methods
for sending us a data file of your work:

- eFile ***
- eMail**
- Other Media**
(e.g., CD or Zip Disk)

**The statutory due date is
10/1/12. You have 122 days
remaining.**

**Requests for filing
extensions from OSPB
must be made by 8/15/12.**

For technical support:
Joy Su
(602) 542-6573
jsu@az.gov

**This system includes
data for fiscal years
2012 through 2014**

Notes:
Agencies must submit an original and four copies; ARS § 35-113. In addition, the data file must be received on time.

Data files must be resubmitted each time you send hardcopies for revisions.

* eFile is the preferred way to send us your data. Please use it after you've reviewed your hardcopies.

Close

AZIPS – Planning Survey

Planning Survey

PrintClose

1 Did you or members of your agency staff attend training that OSPB provided on AZIPS?

2 Did you require or request any help from OSPB staff prior to your submittal?

3 If help was requested, how would you rate the responsiveness of the OSPB Staff?

4 If help was requested, how would they rate the helpfulness of the OSPB Staff?

5 How would you rate the usefulness of the written instructions on AZIPS?

6 If you or members of your staff did not attend training, why not?

Excellent
Good
Satisfactory
Needs Improvement
Poor
Not Applicable

7 If you requested help, what was the nature of your request(s)?

8 Other Comments (Please comment for rating of Satisfactory or below)

9 Who installed the AZIPS application on your computer?

10 If agency staff installed AZIPS, how would they rate the ease of installing the system?

11 How would you rate the usefulness of AZIPS as a tool to convey information to OSPB?

12 How would you rate the overall experience using AZIPS?

13 What do like best about AZIPS? (Please comment for Excellent ratings):

14 What do you like least about AZIPS? (Please comment for ratings of Satisfactory or below):

The **Planning Survey** responses help our office continuously improve our instruction, support and AZIPS software.

AZIPS – Utilities

The AZIPS **Utilities** offer the following features:

- ✓ Find where the system data and your copy of the program files are located.
- ✓ Make copies of your data file as an intraday precaution (very quick and easy).
- ✓ Get instruction on how to add additional users to your system.
- ✓ You may be instructed to open the **Administrative Use** features during a support call from OSPB System Support.

Utilities

Add a New User

Create a Data File Copy

System Update via CD

Administrative Use
(OSPB only)

Creating a data file copy is a great way to periodically save your work during the day until a backup is done at night by your IT department.
You're responsible to backup your work.

Print a Hardcopy of These Paths

System Install Locations

Program Path: C:_Apps\AZIPS10\Prgm\Azips10.mdb

Data Path: C:_Apps\AZIPS10\Data\10A2Data.mdb

Frequently Asked Questions

Who do I call to get help?

If assistance with any aspect of the submission is needed, please contact the agency's assigned OSPB analyst. To determine which OSPB analyst is assigned to an agency, either call OSPB's central office at (602) 542-5381 or look at the OSPB [agency assignment list](#). Agencies should have the instructions available so information may be referenced easily. Assigned analysts help with how to use AZIPS and provide assistance in selecting meaningful measures for the *Master List of State Government Programs*.

What is AZIPS?

The Arizona Integrated Planning System (AZIPS) is the information collection tool for the *Master List of State Government Programs* publication and agencies' five-year strategic plans. All agencies are required to use this automated system for their submission.

How do I get the AZIPS software?

The AZIPS software and installation instructions are available on OSPB's Website <http://www.azospb.gov>. Agencies needing assistance should contact their OSPB analyst.

Frequently Asked Questions (continued)

What do I submit on the due date?

Five hard copies of the *Master List* report from AZIPS and one electronic data file via **eFile** or **eMail** submission.
OSPB will distribute the five copies.

Where do I submit?

Agencies should send **all** copies to:

Governor's Office of Strategic Planning and Budgeting
1700 W. Washington
6th Floor, Executive Tower
Phoenix, AZ 85007
(note: OSPB recently moved from the 5th floor to the 6th floor)

What happens if I need to submit a revision?

Agencies should notify their assigned analyst as soon as it becomes apparent that a revision must be made. Revisions should be submitted on **colored paper**. Write **"Revision"** and the **date on the bottom left-hand corner** with the same number of copies as the original submission (five hard copies).

A data file submission must accompany every revision using the eFile or eMail method.

Important Note

Any revision to BUDDIES for unaligned agencies will likely require a revision to AZIPS to ensure the financial information in both systems is the same.

What other reference material is available to help in planning?

Publications are available from [OSPB's website](#).